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DD/A REGISTRY

FILE: 18 - 6

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ADMINISTRATIVE - INTERNAL USE ONLY

DDI NOTICE
DDI N 18-7

DDI N 18-7
23 March 1983

DDI PARTICIPATION IN THE
LANGUAGE INCENTIVE PROGRAM

RECISSION: NFAC NOTICE 18-2, dated 28 September 1979

Reference: 16 March 1983

25X1

1. This notice defines the policy of the Directorate of Intelligence in the administration of the Agency Language Incentive Program.

POLICY

2. The Directorate of Intelligence supports the Agency-wide Language Incentive Program (except for Language Use Awards within the continental United States) with the view that each Office, the Directorate, and the Agency as a whole benefit from an employee's language capability. It is the individual's responsibility to initiate requests for language testing, training, and participation in the language program. It is the supervisor's responsibility to recognize the need for such skills, encourage involvement when a language ability is desirable, and ensure timely processing of applications for participation in the program. It is each Office's responsibility to apply the guidelines presented in this notice, determine the language skills desired, coounsel the individuals involved, and budget for the awards.

GENERAL

3. The Agency-wide Language Incentive Program consists of three separate sets of awards--Language Use, Achievement, and Maintenance Awards--designed to reward individuals who use, upgrade, or maintain their proficiency in incentive languages. DDI participation in the Use portion of the program is limited to analysts serving overseas in positions with language requirements. The Directorate will budget for such Language Use Awards centrally.

4. Incentive languages are classified into three groups according to the difficulty usually experienced by an English-speaking student in learning them. Those foreign languages currently considered incentive languages in the DDI and the group to which each belongs are listed in attachment A. As additional languages become pertinent to the work of the DDI, they will be added to this list by the Office requiring the new language.

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5. Within the limitations described in paragraphs 6 through 14, applications for enrollment in the Language Achievement or Maintenance Programs may be submitted at any time. There is no length-of-service requirement governing employee participation. A participant may be designated retroactively and an award paid, only when an administrative error has occurred and when the award is approved by the Agency's Language Development Committee. Incentive languages cannot be designated retroactively.

6. A new schedule of Language Achievement and Maintenance Awards became effective on 1 October 1982. The new award levels and the process for phasing into the new levels are described in paragraphs 11 through 14.

7. Since all Achievement, Maintenance, and Use (overseas) Awards are based on the results of language proficiency tests administered by the Office of Training and Education (OTE), all employees are encouraged to keep their test records current. Test records are valid for three years. Nominations to and enrollment in a Language Maintenance Program are not effective until the date an application is approved by OTE and a valid test score is on record. If the applicant is already enrolled in the Language Maintenance Program and the applicant's proficiency has not been tested within three years, the award will be effective as of the new test date.

8. When an employee attains a Level 5 proficiency in any incentive language as a result of learned (not native) ability, the employee's effort will be recognized by a memorandum from the employee's Office Director to the Deputy Director for Intelligence. In addition to receiving the financial reward for this accomplishment, the employee will have a copy of the Office Director's memorandum placed in his or her official file.

LANGUAGE ACHIEVEMENT AWARDS

9. DDI incentive languages are listed according to difficulty (Group I, II, and III) in attachment A. Group I language skills are the most abundant within the Directorate, and Groups II and III are in the greatest need in the Directorate and the Agency. To foster achievement in those languages that will benefit the Directorate most, eligibility criteria for participation in the Language Achievement Program are less stringent for Group II and III languages than for Group I languages.

10. A new schedule for Language Achievement Awards became effective on 1 October 1982 (table I). A full Language Achievement Award is granted for attaining a new proficiency level in reading, speaking, and understanding. An award of one-half the amount can be earned for reading only.

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TABLE I

Language Achievement Awards (\$)
Effective 1 October 1982

Group	<u>Level 2</u>	<u>Level 3</u>	<u>Level 4</u>	<u>Level 5</u>
I	1,500 *	2,000	2,000	2,000
II	2,000 *	3,000	3,000	3,000
III	3,000	4,000	4,000	4,000

* Applies only to secretaries and intelligence assistants.

Group I Language

11. In general, participation in the Language Achievement Program for a Group I language is limited to employees who have a direct need for that language in their current assignment. However, Offices may sponsor an employee for a Group I Language Achievement Award when that Group I language will be needed by the Office in the future. Because the language skill needed in most DDI positions is reading, individual Offices may restrict their sponsorship criteria to reading only. In such cases, employees could earn one-half the amount of the Language Achievement Award at each proficiency level. Employees attaining proficiency levels of 3, 4, and 5 are entitled to Language Achievement Awards in a Group I language. However, beginning 1 October 1982, secretaries and intelligence assistants who require a Group I language in their work will be eligible for award sponsorship for reading in that language and become eligible for an award at the 2 level. But, when they attain the 3 level, they are eligible only for the difference between these two awards. For example, an intelligence assistant sponsored for reading only in German (a Group I language) is eligible for a single award of \$750 upon attaining a 2 level of reading and an additional \$250 upon achieving a 3 level.

Group II and III Languages

12. Group II and III languages are in the greatest need in the Directorate. Consequently, any employee, regardless of grade or position, can be sponsored for the Language Achievement Program for a Group II or III language. However, no award is granted below the 3 level of proficiency in a Group II language (except as noted in table I) or the 2 level in a Group III language. As with the Group I languages, secretaries and intelligence assistants can receive an award at the 2 level of proficiency in a Group II language.

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LANGUAGE MAINTENANCE AWARDS

13. Until 1 October 1983, Language Maintenance Awards will be paid according to the schedule listed in table II. Regardless of assignment, any employee is eligible for a Maintenance Award if he or she has been tested at the 3 level or higher in a Group I language, at the 2 level or higher in a Group II language, or at the 1 level or higher in a Group III language. Language Maintenance Awards can be granted for more than one language as long as the languages are not mutually intelligible (for example, Russian and Ukrainian). To earn a Language Maintenance Award, a DDI employee must qualify only in reading, unless the sponsoring Office requires that the employee also maintain proficiency in speaking. In that case, both skills must be maintained.

TABLE II

MAINTENANCE AWARD SCHEDULE (\$)
UNTIL 1 OCTOBER 1983

Group	<u>1</u>	<u>2</u>	<u>3</u>	<u>4</u>	<u>5</u>
I	-	-	450	550	650
II	-	450	550	650	750
III	400	550	650	750	850

14. On 1 October 1983, Language Maintenance Awards will increase to one-half of the new Achievement Awards, as shown in table III. During the transition year, employees enrolled in the program before 1 October 1982 will be paid at their currently designated proficiency level based on the former award payment scale (table II). Employees enrolled after 1 October 1982 will be paid at the "highest ever" proficiency level tested, and receive their maintenance awards at the table III award levels, beginning 1 October 1983. The records of on-going enrollees will be reviewed during FY 1982 to establish the "highest ever" tested proficiency on record since 1 January 1970, and that level will become the proficiency to be maintained for awards payable after 1 October 1983.

TABLE III
MAINTENANCE AWARD SCHEDULES (\$)
EFFECTIVE 1 OCTOBER 1983

<u>Group</u>	<u>Level 2</u>	<u>Level 3</u>	<u>Level 4</u>	<u>Level 5</u>
I	750 *	1,000	1,000	1,000
II	1,000 *	1,500	1,500	1,500
III	1,500	2,000	2,000	2,000

* Only secretaries and intelligence assistants are eligible for the Language Maintenance Awards shown at the 2 level of reading proficiency for Group I and II languages.

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Language Use Awards

15. The Directorate of Intelligence does not participate in the Language Use Award Program within the continental United States. Overseas DDI participation is limited to the Unit Language requirement for a specific position. No partial awards will be made if the employee is tested at less than the 3 level in reading and speaking. Employees receiving a Language Use Award are not eligible for a Language Maintenance Award at the same time for the same language.

TESTING and PAYMENT

16. OTE tests determine the proficiency levels for both Maintenance and Achievement Awards. Employees are responsible for scheduling language proficiency testing through their Office training officers before applying for the Language Achievement or Maintenance Programs. Achievement Awards are effective as of the test scoring date and are paid when the achievement level is attained. Maintenance Awards are effective when the employee has a test score that is less than three years old and OTE approves the application. Maintenance Awards are paid one year from the effective date.

NOMINATIONS

17. Form 3268, Language Achievement and Maintenance Recommendation, is used for all nominations for the Achievement and Maintenance Programs. All nominations must state the skill and proficiency levels appropriate for the individual, be processed in accordance with established Office procedures, and be forwarded through the DDI training officer to OTE. Once approved by OTE, the nomination remains active until changed by the sponsoring Office. Questions regarding any portion of the Language Incentive Program should be directed to your Office training officer.

TRAINING

18. Subject to the availability of funds, DDI Offices will pay for job-related external foreign language training for any employee. Sponsorship for internal or external language training during duty hours should be requested when it is relevant to the employee's work and the Directorate's needs and when staffing permits.

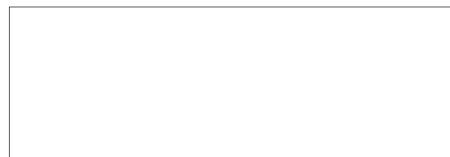
TRANSFERS and ROTATIONAL ASSIGNMENTS

19. When an employee transfers within the Directorate or changes positions within an Office, it is the employee's responsibility to notify his new Office that he will be due a Language Maintenance Award. Continuing to receive an award for maintaining proficiency in an incentive language is not dependent upon the requirements of the new position. Continued sponsorship

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for a Group I Language Achievement Award, however, is dependent upon the need for that particular language in the new Office. If a DDI employee transfers to another directorate, the policy of the new directorate applies to the employee's sponsorship for Language Achievement and Maintenance Awards. During a rotational tour of duty, an employee will retain the sponsorship of his home Office.

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Robert M. Gates
Deputy Director for Intelligence

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SECRET

4 December 1984

MEMORANDUM FOR : Director, African and Latin American Analysis
Director, Central Reference
Director, Current Production and Analytic Support
Director, East Asian Analysis
Director, European Analysis
Director, Global Issues
Director, Imagery Analysis
Director, Near Eastern/South Asian Analysis
Director, Scientific and Weapons Research
Director, Soviet Analysis
Chief, Collection Requirements and Evaluation Staff
Chief, Arms Control Intelligence Staff
Chief, Analytic Support Group
Chief, Product Evaluation Staff

FROM : Director, Management, Planning and Services

SUBJECT : New DI Policy on Payment of Partial Language Use Awards

REFERENCE : DI Notice 187, 23 March 1983, DI Participation in the Language Incentive Program

1. This memorandum explains a recent change in Directorate policy concerning the payment of partial Language Use Awards as discussed in paragraph 15 of the reference notice.

2. Effective immediately, the DI will begin paying partial Language Use Awards to any DI officer who occupies an overseas position with a Unit Language Requirement (for example, certain DI Representatives and Analysts Overseas) and who has current OTE test scores on file at the 2 level for both reading and speaking. The awards will be retroactive to 1 October 1984 and will be one-half the full payment. Full awards are now \$50 biweekly for Group I languages, \$65 biweekly for Group II, and \$80 biweekly for Group III.

3. As an incentive to encourage language study by officers in the field who do not now qualify for a Language Use Award, the DI will pay a retroactive full Use Award to officers who return from an overseas tour of two years or longer if they test at a three level or above in both reading and speaking. This payment will be retroactive to the beginning of the officer's second year of service overseas.

4. These changes correspond to the DO's new policy on the payment of Use Awards. MPS has already informed DI officers overseas of these new provisions. We will be contacting personally those officers who now qualify for partial awards as soon as we determine the amounts of their retroactive payments and when they will receive them.

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5. Please note that existing DI policy governing the payment of full Language Use Awards remains unchanged, as do all other portions of the reference notice concerning awards for Language Maintenance and Language Achievement. If you have questions concerning DI participation in the Language Incentive Program, please call [redacted] 25X1
[redacted] MPS/Career Development Group, [redacted] 25X1
[redacted] 25X1

HL Helene L. Boatner

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TRAINING
30 April 1980

DDA ADMINISTRATIVE
NOTICE No. 80-7

DIRECTORATE OF ADMINISTRATION LANGUAGE PROGRAM GUIDELINES

REFERENCE: dtd 6 Sept 1979, CIA Language
Incentive Program

25X1

1. GENERAL

- a. In accordance with reference, the DDA Language Program is designed to reward job-related utilization of foreign languages and to encourage achievement and maintenance of proficiency in selected foreign languages.
- b. The criterion for specifying a Unit Language Requirement is whether or not the specified language is truly essential in the sense that a ULR incumbent must have the language capability as an integral part of his or her general qualifications and without which an incumbent cannot perform at the specified level or requires either interpretation or translation assistance to do so.
- c. DDA Offices and staffs have reviewed and identified those Unit Language Requirements for which Language Use Awards (LUAs) will be available to employees who qualify. A list of DDA Incentive Languages for Language Achievement and Language Maintenance Awards has been developed (Att. #1).

2. ELIGIBILITY

- a. All full-time and part-time (who work at least 20 hours per week) DDA employees are eligible to participate in the program.

Unclassified When Detached
from Atts. #1 and #3

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UNCLASSIFIED

- b. Employee participation is not automatic: to be eligible for a Language Use Award an employee must occupy a position identified as a Unit Language Requirement; to be eligible for a Language Achievement Award or Language Maintenance Award the employee must be formally sponsored by his/her Office or Staff.
- c. As stated in paragraph [] a new employee must successfully complete the first year of the three-year trial period before being considered for a Language Use or Language Maintenance Award. An employee may be enrolled in the Achievement Program at any time.

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3. POLICY

a. Language Use Awards

- Language Use Awards, in the form of addition to compensation, are fixed at \$50.00 per biweekly pay period for full-time employees and prorated for part-time employees. The award is the same for both Headquarters and overseas positions.
- A DDA employee who currently occupies a ULR, and who has been certified by the OTR/Language School as possessing the required proficiency level in the specified language(s) and skills qualifies for a Language Use Award.
- While some DDA ULRs require proficiency at less than Level 3, Minimum Professional Proficiency, the majority of positions require proficiency at Level 4 in reading, speaking and understanding. (See Attachment #2 for definition of proficiency levels.) Even though a position may require less than Level 3, the incumbent must attain at least Level 3 in the required language skills to qualify for an LUA. In the instance of a position requiring proficiency at a higher level, e.g. Level 4 or 5, the incumbent must attain the specified level in order to be granted an LUA. There is no increase in the LUA for attainment of Level 4 or higher.
- DDA employees are eligible for only one LUA at a time. If the ULR calls for proficiency in more than one language, the employee must qualify in all specified languages to be granted an LUA.
- Language Use Awards are based on position and language required for the position. A position will not be identified as a ULR in a particular language simply because the incumbent possesses competence in that language.

If award is based on language requirement for the position, all positions not designated.

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- DDA Office Directors and Staff Chiefs are the responsible approving officers for determination of language requirements within their respective Offices/Staffs.
- Payment of a Language Use Award will cease when the recipient transfers to a position not requiring that language or is away from the job for more than three months.

b. Language Achievement and Maintenance Awards

All full-time DDA employees are eligible for Achievement and Maintenance Awards. Participation in the Achievement or Maintenance Programs requires the formal Office/Staff sponsorship. Such sponsorship will be extended at the discretion of the Office Director or Staff Chief and will be based on the perceived needs of the Directorate, Office, or Staff.

Nominations to these programs must specify the incentive language, skills and level of proficiency to be attained/maintained. While it is recognized that these may vary from office to office, in general those nominated to the Achievement or Maintenance Programs will be sponsored for the same skills and level of proficiency in languages which are now or will be required to fulfill the language function by the unit. (See Attachment #1 for list of languages developed by the DDA for these programs and Attachment #3 which specifies by Language Group the Payment Schedule for Maintenance and Achievement Awards.)

- Employees in ULRs may be sponsored for Language Achievement in the same language or in other languages. However, employees may not be granted a Language Use Award and Language Maintenance Award for the same language at the same time.
- An employee may receive only one Maintenance Award for maintaining proficiency in mutually intelligible languages (See Attachment #4 for explanation).
- Annual Maintenance Awards will be granted for maintaining the level of proficiency established upon nomination to the program. Annual awards will be paid no sooner than one year from the date of nomination and in no instance sooner than 1 October 1980.

- A Language Achievement Award will be made after the designated participant has been tested and certified by OTR for achievement of an awardable level of proficiency in an incentive language for the first time, or for progress from a previously established and recorded proficiency base to a higher level in the designated language. The base level from which an employee will start when designated to the program is the highest tested level achieved in a language regardless of when the employee was tested. An award may be earned only once in the same language for each awardable level of proficiency achieved. An employee who possesses a skill in a mutually intelligible language can receive an award in the new language only after attaining a higher proficiency level than the tested level in the mutually intelligible language. Language Achievement Awards are cumulative, e.g., a participant with no language proficiency designated to achieve Level 3 of a Group II language could earn \$2,000.
- No Achievement or Maintenance Awards will be granted for language skills achieved prior to the designation of a language as an incentive language or prior to the designation of an employee as a participant in the program.
- Proficiency tests and/or other means of verification of language competence will be considered valid for three years.

4. PROCEDURES

a. Unit Language Requirements

Form 3401, Language Requirement Change Authorization, will be used to add, delete, or change Unit Language Requirements at any time. The approving officer for the authorization will be the office of staff Chief or Deputy Chief. Upon completion, the form will be forwarded to the Language School/OTR to serve as the authorization for matching Language Use Awards to Unit Language Requirements.

b. Language Use Awards

Form 4120, Language Use Award Authorization, will be used to initiate and to terminate payment of LUAs. Office Directors or their Deputies will sign Form 4120 and forward it to the Language School/OTR which will verify tested language proficiency for the

employee named. The Language School will then forward the Form 4120 to the Office of Finance for appropriate payroll action.

c. Language Achievement and Language Maintenance

Office Directors/Staff Chiefs or their Deputies will initiate nominations for Language Achievement and Language Maintenance Awards (Form 3268, Language Achievement and Maintenance Recommendation). The Director of Training will initiate Language Achievement and Maintenance Award Authorizations.

5. Within the guidelines of [] and this Notice, DDA Office Directors and Staff Chiefs are responsible for the administration and further development of the DDA Language Program within their respective Offices and Staffs. / /

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Deputy Director
for
Administration

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SUBJECT: Directorate of Operations Policy on Payment of Maintenance Awards

Language Maintenance Awards are intended to reward employees for the retention of operational proficiency in languages which are of immediate or potential benefit to the DO.

Maintenance awards will be granted for maintaining operational proficiency in the language for which the employee is nominated. Operational proficiency is defined as an overall three. Those officers who, through the Achievement Program, attain scores above the three level, must maintain a proficiency of no less than one grade below their highest ever score within the past ten years. No maintenance payments will ever be made to an officer who falls below the three level.

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